

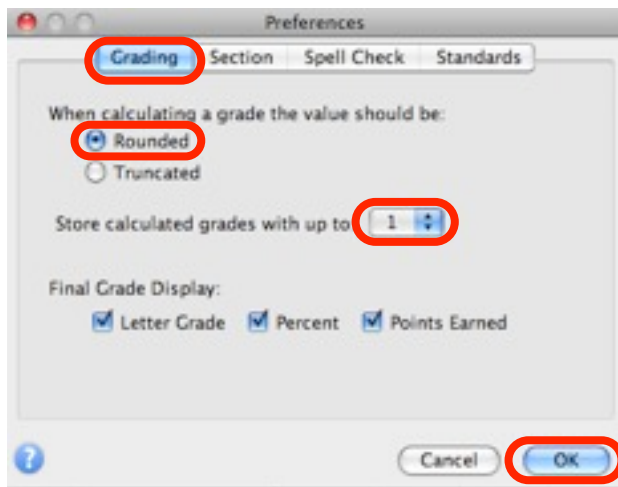
# Setup Gradebook and Run Reports

## PowerBook GradeBook Setup

### Set Rounding Properly

1. Launch Gradebook
2. Click **PowerTeacherGradebook** on the menu bar and select **Preferences**
3. Select the **Grading** Tab
4. make sure **Rounded** is selected and it is calculating up to **1 decimal places** as shown below.
5. click **OK**

This only needs to be done once and rounding is set globally for your grade book.

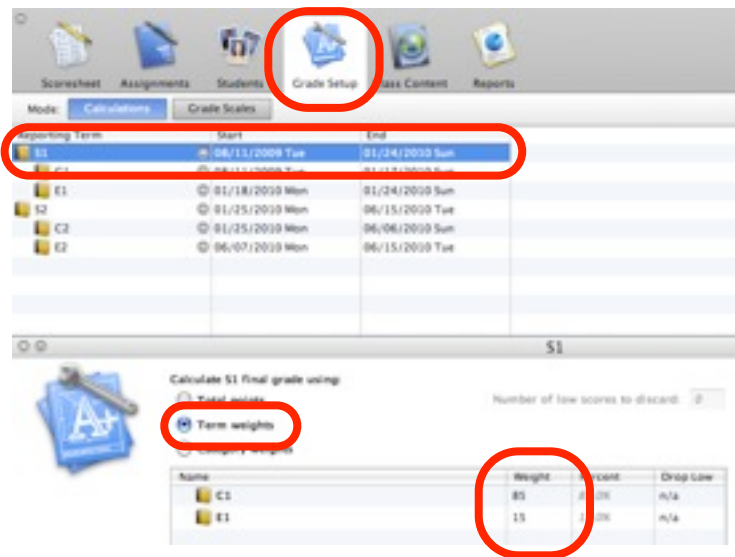


### Step 1: S1/S2 - Term Weights

1. Launch your Gradebook
2. Select a class/section
3. Click on **Grade Setup**
4. Click on **S1 or S2 (depends which semester you are setting up)**
5. Click on **Term Weights**
6. Weight the terms (C1/E1 or C2/E2) appropriately
  - **High School**
    - C1= 85, E1=15 for all regular classes
    - C1=80, E1=20 for AP classes
  - **Middle School**
    - G6 C1=100, E1=0 - no exams
    - G7-8 C1= 85, E1=15 **or**  
C1= 90, E1=10 **or**  
C1= 95, E1=5
7. Click **SAVE**

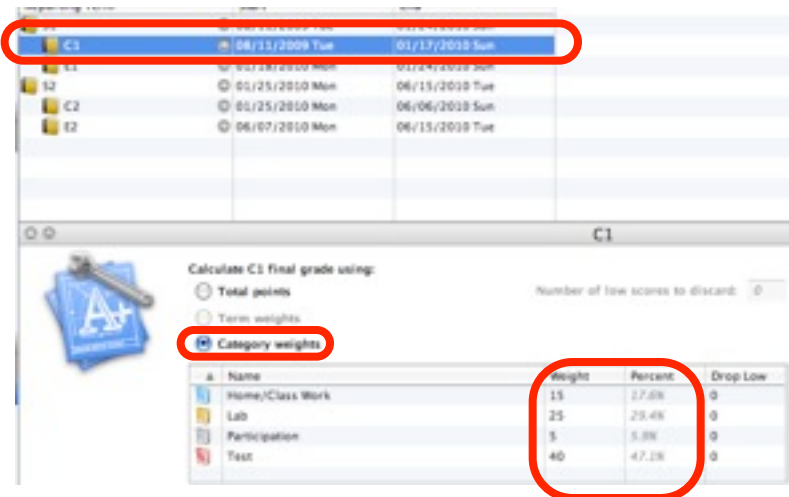
**Note:** Do **NOT** click on Category weights or this will reset term weights (in Step 1) back to 100 each

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## Step 2: C1/C2 - Category Weights

1. Click on **C1/C2** and select **Category weights**
2. Make sure your category weights are set to your desired levels
  - Enter the % of final semester grade you want each category to be. The total of all category weights should equal the amount of the C1/C2 term weight from Step 1 above.

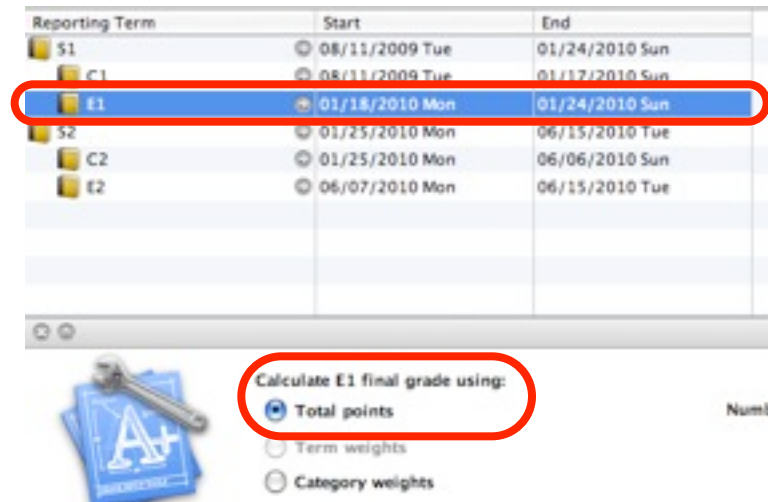


3. Click **SAVE**

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## Step 3: E1/E2 - Total Points

1. Click on **E1** and select **Total Points**.
2. Click **SAVE**



Now **REPEAT** steps 1-3 for all other courses you teach.

## Add Assignments

You can add assignments from the Assignments window or the Scoresheet window using the Plus (+) button. Alternately, you can right-mouse click if you are using a two-button mouse.

### How to Add an Assignment

1. Select a class from the [Classes pane](#).
2. Click the Assignments tab. The [Assignment window](#) appears.
3. Note: To increase or decrease the size of the contents within the window, choose View > [Zoom](#).
4. Click the Plus (+) button. The new [Assignment Detail window](#) appears.
5. Optionally, click Add Web Link to add a Web link to the class description. The [Add Web Link](#) dialog appears.
6. [Enter the required information](#).
7. To make the assignment visible to parents, see [Show Assignments](#).
8. Click Save.

## Edit Assignments

You can edit an assignment from the Assignments window or the Scoresheet window.

### How to Edit an Assignment

1. Select a class from the [Classes pane](#).
2. Click the Assignments tab. The [Assignment window](#) appears.
3. Note: To increase or decrease the size of the contents within the window, choose View > [Zoom](#).
4. Double-click the assignment you want to edit. The [Assignment Detail window](#) appears.
5. Optionally, click Add Web Link to add a Web link to the class description. The [Add Web Link](#) dialog appears.

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6. [Edit the information as needed.](#)
7. To make the assignment visible to parents, see [Show Assignments](#).
8. Click **Save**.

Note: If **Points Possible** is modified for an assignment where student point-based scores exists, the [Points Possible Has Changed window](#) appears. You can either click **Keep Scores** to keep the scores as-is or click **Adjust Scores** to adjust them based on the new points possible.

## Copy Assignments

You can use the Copy Assignments function to copy assignments from one class to other classes. You can copy assignments from the Assignments window or the Scoresheet Assignments window using the gradebook menu bar. Alternately, you can right-mouse click if you are using a two-button mouse.

When copying an assignment, the assignment details and publish settings are copied to the new assignment, with the exception of the assignment score. If an assignment with same name or abbreviation already exists in the class you are copying the assignment to, such as "FirstHW", the suffix "\_<next larger number>" is appended to the assignment name or abbreviation, such as "FirstHW\_1."

### How to Copy Assignments

1. Select a class from the [Classes pane](#).
2. Click the **Assignments** tab. The [Assignment window](#) appears.
3. Note: To increase or decrease the size of the contents within the window, choose **View > Zoom**.
4. Select an assignment.
5. Either choose **Tools > Copy Assignments** from the gradebook menu bar or rightmouse click and select **Copy Assignments**. The Copy Assignments dialog appears.
6. [Edit the information as needed.](#)
7. Click **OK**. The assignment or assignments are copied to the selected classes.
8. Click **Save**.

## Add Categories

Use the Categories window to create assignment categories.

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### How to Add a Category

1. In the Categories pane, click the **Plus (+)** button. The [Categories Dialog](#) appears.
2. [Enter the required information.](#)
3. Click **OK**. The new category appears in the Categories pane.

## Run the Attendance Grid Report

Run the Attendance Grid report to generate a student and date grid for taking attendance.

You can use this report to take attendance at field trips or other out-of-classroom events.

You can also use it as a convenient roster for taking notes during student presentations or to track class participation.

### How to Run the Attendance Grid Report

9. Select a class from the [Classes pane](#).
10. Click the **Reports** tab. The [Reports window](#) appears.
11. Click **Attendance Grid**. The [Attendance Grid window](#) appears.
12. To use the default report settings, skip to Step 5. Otherwise, [edit the information](#) as needed.
13. Click **Run Report**. The [Report Complete window](#) appears.

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1. To open the report:
  - a. Select the Open Report option.
  - b. Click OK. The report results display based on the parameters you selected.
2. To save the report to a file:
  - a. Select the Save Report option.
  - b. Click OK. The Save Report window appears.
  - c. Enter a file name of the report in the Save As field. By default, this field populates with Attendance Grid.
  - d. Choose the location where you want to save the report from the Where popup menu.  
Note: Desktop appears as the default setting. If you select a different location, that location then becomes the new default setting.
  - e. Click Save. The Attendance Grid Report Complete window appears.
  - f. Click OK.
- g. To view the report, navigate to where the report was saved and open it. The report results display based on the parameters you selected.

## Mark Assignments Exempt Using Scoresheet

To indicate that an assignment for a student is exempt, mark the assignment as Exempt from the Scoresheet window or the [Score Inspector](#). An assignment can be marked as exempt with or without entering a score. If no score is entered, an italicized “Ex” appears within the selected student assignment score field. If a score is entered, the score appears italicized and shaded.

### How to Mark an Assignment as Exempt

1. Select a class from the Classes pane.
2. To enter scores for a group of students, select the group from the Student Groups pane. Otherwise, all active students display by default.
3. Click the Scoresheet tab, then click Assignments mode. The Scoresheet Assignments window appears.
4. Click the assignment score field of the student who you want to exempt from the assignment. The score field appears as an editable text field.
5. Enter Ex in the score field. Note: For additional entry options, see [Quick Entry Tips](#).
6. Click Save. The score appears on the Scoresheet window.  
Note: The Save and Revert buttons appear shaded until information is entered.

## View and Print a Class Birthday List

You can view a list of student birthdays for one class or all classes from the Tools menu.

### How to View and Print a Class Birthday List

1. Select a class from the [Classes pane](#).
2. From the gradebook menu bar choose Tools > Birthdays. The Birthdays dialog for the selected class appears.
3. The current month is highlighted and appears at the top of the list. Scroll through the list to view birthdays for all other months.
4. To view a birthday list for all classes, select the All Classes option.
5. To save the birthday list, click Save. Select a format for the saved birthday list (CSV format) and save the list on your system.
6. To print the birthday list, click Print.
7. Click Close to close the birthday list dialog.